

Instructions for Submitting the Survey

The deadline for filing the completed survey for your facility is January 17, 2005. Once you have completed your Survey data file, you should submit the survey to the Department of Community Health (DCH) via e-mail. Please review the steps below:

1. A completed certification must be included in the survey data file. The survey will not be deemed complete without the certification.
2. No data should be submitted to the Department in the worksheets identified as “Exhibit A – Uninsured” or “Exhibit B – Underinsured.” The data compiled for these exhibits should be retained at your hospital as documentation of data reported in the “Survey” worksheet.
3. Please be sure to print a copy of your completed forms before submission and retain a copy of the Excel file for your records.
4. Before submitting your survey data file, save the file and modify the name by inserting your hospital’s Medicaid identification number at the beginning of the file name.
5. Close the data file and create a new email message using your email program. The e-mail should be sent to ictfdshsurvey@dch.state.ga.us. Attach the data file to the message as you would any file. The data file should be located at the directory on your PC or your network in which it was saved. The data file will have an xls extension.

IF YOU NEED ASSISTANCE

If you have any questions, please contact David Riddle at 404-656-4530 or by email at driddle@dch.state.ga.us.